



DEPARTMENT OF MILITARY AFFAIRS
RECRUITMENT AND SELECTION
REQUEST TO FILL A POSITION

Complete the following; forward to the division administrator for approval and then to the Personnel Officer.
(Personnel will inform Contact Person upon approval of director.)

DATE POSITION NUMBER TITLE/GRADE/BAND

LOCATION OF POSITION
(INCLUDE DIVISION, BUREAU OR UNIT, AND TOWN)

DATE POSITION BECAME VACANT

JUSTIFICATION FOR FILLING

CONTACT PERSON
(PERSON RESPONSIBLE FOR COORDINATING RECRUITMENT PROCESS WITH PERSONNEL OFFICER)

APPROVAL (SIGNATURE INDICATES APPROVAL TO RECRUIT FOR THIS POSITION)

PROGRAM MANAGER/DIVISION ADMINISTRATOR
DATE

☐ DIVISION ADMINISTRATOR CENTRALIZED SERVICES (Karen Revious)

DATE

TO PERSONNEL FOR PROCESSING

